CM/ECF	Chapter
User's Guide Part 2	**Proof of Claim**
US Bankruptcy Court, Southern District of Iowa	Section
	Enter Proof of Claim

Complete Official Form 10, Proof of Claim.

STEP 1	Select Bankruptcy
STEP 2	Select File Claim

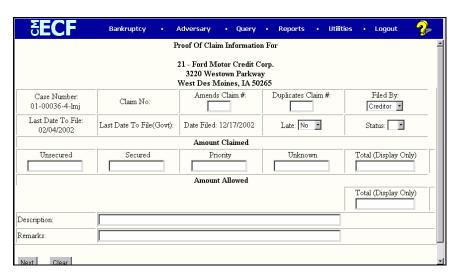
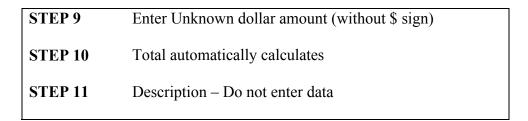|	
STEP 1	Enter Case Number
STEP 2	Enter Name of Creditor or leave field blank
STEP 3	Select Type of creditor (do not change from default, creditor)
STEP 4	Clicking Next allows a search of the creditor name in our court's database.

Hints for Searching
- Searching is case sensitive.
- Include punctuation.
- Partial name entry is acceptable.
- Significant words or names are effective (Radio for Radio Shack or Northwest for Northwest Radiology)
- Try alternative search clues if your first search is not successful.
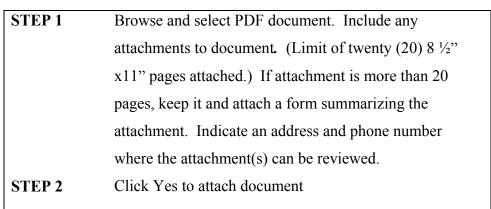- Wildcards (*) are not required but can be used.

Creditor already associated with case and **address is the same** as appears on screen	**Click Next and follow instructions below**
Creditor already associated with case and **address is NOT the same** as appears on screen	**Go to instructions for: Creditor already associated with case? no and enter claim**

STEP 1	Enter Claim Number in Amends Claim # if applicable
STEP 2	Enter Claim Number in Duplicate Claim # if applicable
STEP 3	Filed By: Select Creditor, Debtor, Trustee or Attorney
STEP 4	Late: Yes or No
STEP 5	Status: Do not complete
STEP 6	Enter Unsecured dollar amount (without $ sign)
STEP 7	Enter Secured dollar amount (without $ sign)
STEP 8	Enter Priority dollar amount (without $ sign)

STEP 9	Enter Unknown dollar amount (without $ sign)
STEP 10	Total automatically calculates
STEP 11	Description – Do not enter data

STEP 1	Browse and select PDF document. Include any attachments to document. (Limit of twenty (20) 8 ½" x11" pages attached.) If attachment is more than 20 pages, keep it and attach a form summarizing the attachment. Indicate an address and phone number where the attachment(s) can be reviewed.
STEP 2	Click Yes to attach document

STEP 3	Browse and select PDF document for attachment
STEP 4	Select Type
STEP 5	Enter Description (Optional field)
STEP 6	Select Add to List and the file location of the attachment appears on the list

STEP 7	Browse and select PDF document if you have more than one attachment
STEP 8	Click Next when finished adding attachment files to the List
STEP 9	Review Notice of Electronic Filing-

Creditor already associated with the case? no   Click Add Creditor

STEP 1	Enter Creditor Name
STEP 2	Enter Creditor Address
STEP 3	Select Type of Creditor (do not change from default, creditor)
STEP 4	**Click Last Entry**

STEP 1	Verify Creditors Added
STEP 2	Submit Click

STEP 1	Click File A Proof of Claim
STEP 2	Search for Creditor on Search for Creditor screen
STEP 3	Enter Proof of Claim information

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